



*The City of Memphis and Shelby County*  
*Community Redevelopment Agency*

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*CITY HALL 125 NORTH MAIN STREET SUITE 308, MEMPHIS TENNESSEE 38103-2084 (901) 576-6610*

Request for Proposals  
Grass Cutting Services  
for  
Uptown Neighborhood

February 8, 2018

**Submission Deadline: 2:00 p.m. March 1, 2018**

### **Summary of Request**

The City of Memphis and Shelby County Community Redevelopment Agency (CRA), is seeking qualified grass cutting contractors to mow certain lots in the Uptown Neighborhood as needed, including emergency grass cutting where necessary. All bidders for grass cutting services are encouraged to respond to this RFP. The CRA intends to select an unspecified number of contractors and enter into one-year contractual agreements with the selected contractors who will provide grass cutting services for the Uptown Neighborhood in the City of Memphis. The CRA may extend the contract for additional years based upon need and funding availability.

The CRA will set the compensation rate for the grass cutting based upon a predetermined rate and the selected contractors will be paid according to the rate set. The rates will be paid hourly based upon the type of lot expected to be mitigated. Each selected contractor will be used to mow the grass based upon a rotational system as established and implemented by the CRA. The CRA will determine which group of Selected Contractors will be best suited for the different grass cutting demands. The CRA will not guarantee a minimum number of lots to mitigate during the term of the contract and at its discretion will pull from the pool of contractors as the need arises. The CRA expects to cover thousands of lots during the term of the contract.

Only Contractors who meet the program qualifications will be able to submit applications. Contractors must comply with all state, county and city policies related to grass cutting and must have meet all necessary License Requirement to conduct business in Memphis/Shelby County, Tennessee.

**Completed applications must be received by the CRA no later than 2:00 p.m. on Thursday, March 1, 2018.** Late Applications will not be accepted. Incomplete Applications will be deemed ineligible and will not be considered for review. The CRA reserves the right to reject any and all submittals, and to accept any submittals which it deems most favorable to the CRA. Submittals of qualifications will be evaluated based on qualifications, experience, references, access to grass cutting equipment and other factors deemed important to the CRA.

### **Equal Business Opportunity**

In the selection of Contractors to perform the services specified herein, the CRA will use its best efforts to select vendors certified with the City or County as MWBE certified in order to meet its EBO Participation Goal. If you are a certified MWBE vendor, please submit your company's certification documents with your submittal packet.

## **SCHEDULE OF EVENTS**

### **ACTIVITY**

### **DATE**

Issuance of Request for Proposals

February 8, 2018

Written Questions Due at the CRA

February 22, 2018

**Proposal Responses Due at City Hall at 2:00 p.m.**

**March 1, 2018**

(The below dates are tentatively scheduled dates, and may change)

Evaluation of Qualification Statements (Responses)

March 2-8, 2018

Selection of Qualified Respondent and Contract Negotiation

March 9, 2018

An electronic copy of the proposal should be e-mailed to

[Andrew.Murray@memphistn.gov](mailto:Andrew.Murray@memphistn.gov)

and three (3) copies of the proposal, marked on the outside of the envelope "Uptown Neighborhood Grass Cutting Services RFP" should be delivered to:

Andrew Z. Murray, AICP, LEED GA  
Director of Planning and Community Development  
City of Memphis and Shelby County Community Redevelopment Agency  
City Hall  
125 N. Main Street, Suite 308  
Memphis, TN 38103-2084

**Proposal Responses are due at the City by 2:00 p.m. on Thursday, March 1, 2018.**

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## **INVITATION FOR PROPOSAL**

The CRA is seeking proposals from Contractors to provide mowing and maintenance services for public and privately owned lots within the Uptown Community Redevelopment Area including solid waste removal, trash collection and disposal from identified trash receptacles installed in public right of ways, Uptown Park and other areas as listed in **Exhibit A (Uptown TIF Boundary Map)** on an as needed basis:

## **SCOPE OF SERVICES**

The scope of services shall include the following tasks:

- Mowing
- Trimming
- Edging
- Removing clipping/debris from grass/planting/medians
- Solid Waste Removal Organic Materials (trees, branches, disposal)
- Solid waste removal non-organic material (furniture, appliances, trash, disposal)

All debris and trash will be transported to a landfill or other appropriate facility for disposal.

These activities will occur on an as-needed basis on or about the 1<sup>st</sup> of the month and the 15<sup>th</sup> of the month for the time period of April 1 – December 31, 2018 as determined by CRA staff.

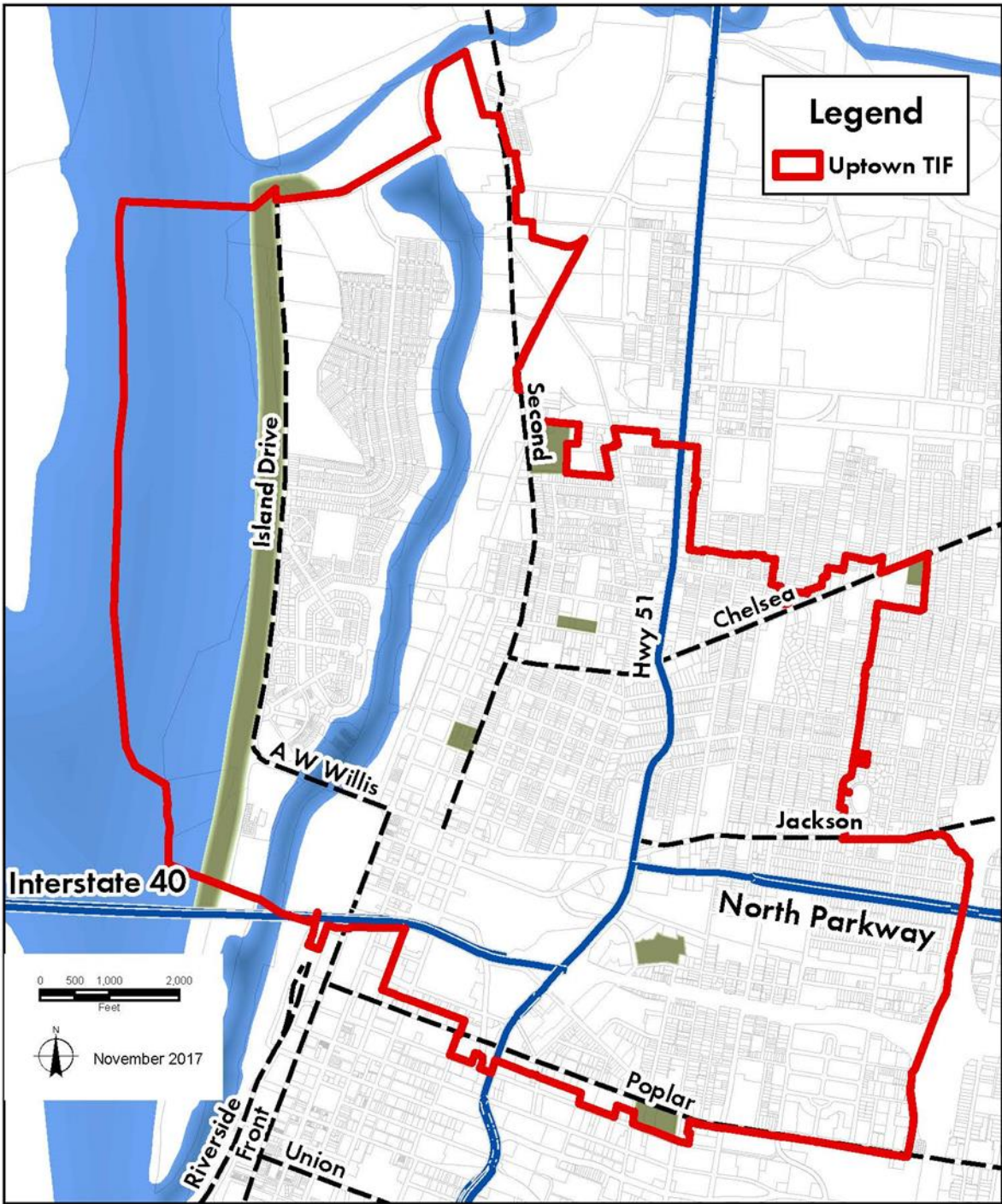
Upon notification by the CRA, the Contractor shall complete work specified within 72 hours of notification (weather permitting) unless previously approved by the CRA.

The Contractor shall be responsible for any damage to the lots, buildings or lot improvements (permanent and temporary) that result from any monthly maintenance activities performed under the contract. These items shall include, but are not limited to, gator bags (used for watering trees), existing trees, landscaping material, silt fencing that needs to remain, permanent fencing, monitoring wells, and real property that is not to be removed (i.e. existing buildings, etc.).

The CRA will initiate any change orders for any additional work requested beyond the Scope of Services outlined in the bid document and/or contract which is subject to CRA staff approval. No work shall be performed by the Contractor until the CRA staff reviews and approves in writing all change orders.

The CRA or its designated representative will meet with the Contractor prior to the first mowing event under this Agreement and will make Contractor aware of any lot improvements and areas of particular concern including, but not limited to permanent and/or temporary monitoring wells, signs, temporary fencing, landscaping, etc.

**EXHIBT A**



**Uptown TIF Boundary**

Memphis, Tennessee



## **GRASS CUTTING REQUIREMENTS**

### **Time of Completion:**

1. Contractors must have the capacity to provide all labor and equipment in order to perform grass cutting services to all assigned properties within five (5) calendar days.
2. Must be able to mobilize a crew within 24 hours for emergencies and mobilize a crew within 72 for non-emergencies.

### **Equipment Suggested:**

While no specific grass cutting equipment is required, Contractors are encouraged to have in their possession and to have proof of ownership through title record or other approved forms the following equipment:

- Two tractors with bush hogs – one must be side-mount type. (Successful bidders must have one additional tractor and one additional side-mount bush hog for each additional area awarded.)
- Two commercial type lawnmowers.
- Manual tools – two blowers, two hand blades, two commercial line trimmers, two chainsaws and other equipment that may be needed to perform task.
- Excavator or front-end loader

### **Compliance with Laws:**

All work must be done in strict compliance with the laws of the City of Memphis, Shelby County, Tennessee. The contractors must obtain and retain current contract registration throughout the life of the contract.

### **Public Safety:**

Contractor must maintain all necessary safety precautions during cutting including:

1. Contractor must check and confirm that no persons have gained access to the structure and property.
2. Contractor must make every effort to prevent damages to parked or passing vehicles, pedestrians, or adjacent homes and properties due to projectiles from the operation of mowers, bush hogs, etc.
3. This list is not meant to be exhaustive. Any unsafe or potentially unsafe situation must be discussed with the CRA and addressed immediately.

### **Environmental Compliance:**

Please be advised that in accordance with City Ordinance 4538, it is unlawful for any person to improperly dispose of, any contaminant into the storm water system. This ordinance prohibits the placing of debris in the street curb, street inlets or open ditches. This includes collected lawn clippings, leaves or branches.

## **SUBMISSION REQUIREMENTS**

### **Application Format:**

All applicants must submit the completed Package, which includes the following:

- 1) Cover Sheet**
- 2) Contractor Qualification Application**
- 3) Licenses and Certifications**
- 4) 2016 Federal Tax Return (Or Latest)**

### **Statement of Qualification and Fee Proposal:**

The Respondent shall, as part of its Qualification Statement, provide the following information:

#### **1) Professional Information**

Please provide a brief discussion of your firm's grass cutting experience in Tennessee. Respondents must have a minimum of two (2) years' experience in providing grass cutting work or the equivalent. Briefly discuss your firm's capabilities, experience, and qualifications to perform the required services.

#### **2) Staffing**

Respondents should identify the staff that will directly work with CRA staff, and those who will provide relevant backup expertise. The role and qualification for all direct staff should also be provided. Qualification information should include educational background, any licenses or certifications for the State of Tennessee. Levels of experience should be specific for the service requested.

#### **3) Prior experience and references**

Please provide at least three client references.

#### **4) Proposed Compensation**

On **Exhibit B Fee Proposal** included in this RFP please state your preferred hourly rate for all services including but not limited to:

- Mowing
- Trimming
- Edging
- Removing clipping/debris from grass/planting/medians
- Solid Waste Removal Organic Materials (trees, branches, disposal)
- Solid waste removal non-organic material (furniture, appliances, trash, disposal)

**ALL APPLICATIONS MUST BE TYPED AND SEALED -NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED.**

**Community Redevelopment Agency  
Uptown Neighborhood  
Grass Cutting Services for Right of Ways**

**CONTRACTOR QUALIFICATION APPLICATION**

**COMPANY INFORMATION**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

BUSINESS  
PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

Name of Principal Contact  
Person: \_\_\_\_\_

Is your company registered and licensed to do business in Memphis? \_\_\_\_\_Yes \_\_\_\_\_No

Is your company a member of the Better Business Bureau? \_\_\_\_\_Yes \_\_\_\_\_No

Is your company a Minority Owned Business? \_\_\_\_\_Yes \_\_\_\_\_No

Is your company a Female Owned Business? \_\_\_\_\_Yes \_\_\_\_\_No

How long has your company been in business? \_\_\_\_\_

Can your company meet the insurance requirements specified in the RFP? \_\_\_\_Yes \_\_\_\_No

Can your company meet the timing requirements specified in the RFP? \_\_\_\_Yes \_\_\_\_No

Can your company meet all the grass cutting specifications in the RFP? \_\_\_\_Yes \_\_\_\_No

Are you certified as MBE/WBE? \_\_\_\_\_Yes \_\_\_\_\_No

Certifying Agency: \_\_\_\_\_



## OWNERSHIP OF FIRM

Type of  
Ownership    Individual    \_\_\_\_\_    Partnership    \_\_\_\_\_    Corporation    \_\_\_\_\_

Name and address of Owner, all Partners or all Stockholders:

Name/Title	Address	% Ownership Interest
_____	_____	_____
_____	_____	_____
_____	_____	_____

## EXPERIENCE (Attach additional pages if needed)

Describe your company's length of experience performing grass cutting services. List other relevant or similar project experience completed in the last five years. Include the following:

- Project Name
- Location
- Brief Description
- Year Complete
- Project Contacts

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Identify the site supervisor who will be overseeing all grass cutting services. As part of the qualifications evaluation, the CRA may conduct an in-person interview with him/her.

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In the event of the need for an emergency grass cutting requirement, how quickly could you mobilize a crew?

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**ACTIVE PROJECTS (In Progress)**

NAME/ADDRESS	PHONE #	DESCRIPTION	AMOUNT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**FINANCIALS**

Name of Bank and Branch	Name of Back Officer (Familiar with Contractor)
_____	_____
_____	_____

Is there any pending litigation with which your company is engaged? If so, please list and state the nature of this litigation:

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By my signature, I make legal affirmation that all representation included by me in this application form are true and factual to the full extent of my knowledge. I also agree to the release of any business or credit information required by the CRA for the processing of this application.

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\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF PRINCIPAL

SOCIAL SECURITY  
NUMBER:

\_\_\_\_\_

OR

IRS FEDERAL  
IDENTIFICATION NO.:

\_\_\_\_\_

## **EVALUATION**

The CRA's objective in soliciting Qualification Statements is to enable it to select Respondents that will provide high quality, effective, and professional services to the citizens of the Uptown neighborhood in a timely manner. The CRA will consider Qualification Statements only from Respondents that, in the CRA's sole judgment, have demonstrated the capability and willingness to provide high quality services to the citizens of the CRA in the manner described in this RFP.

### **Evaluation criteria**

Qualification statements will be evaluated by the CRA on the basis of what is most advantageous for the CRA. The evaluation will consider:

- Experience and reputation in the field;
- Experience with projects of similar size/complexity;
- Prior work history and familiarity with Uptown;
- Availability to accommodate the needs of the CRA;
- How well the Contractor meets the MWBE goals as set in the CRA's policies and procedure; and
- Other factors demonstrated to be in the best interest of the CRA.

### **Selection of Qualified Contractors**

The CRA reserves the right to reject any or all proposals submitted.

CRA staff will evaluate the proposals. Interviews with a short list of firms may be held.

Any inquiries concerning the proposal should be directed to Andrew Z. Murray, CRA Director of Planning and Community Development at [Andrew.murray@memphistn.gov](mailto:Andrew.murray@memphistn.gov).

Contact with CRA Board members during the submittal and review process is prohibited.

Proposals received after the date and hour of the proposal due date shall not be considered.

Any exceptions shall be stated by the Consultant in their proposal.

The CRA is not liable for any cost which the Consultant may incur in connection with the preparation or presentation of its proposal.

The CRA reserves the right to negotiate any and all elements of this proposal.

## **ADDENDA TO REQUEST FOR PROPOSAL**

If the Consultant has any questions concerning this RFP, the question shall be submitted to the CRA. A written answer will be given in an Addendum issued by the CRA which shall be made available on the CRA's website. **All questions regarding this specification shall be directed no later than February 22, 2018** to Andrew Z. Murray, Director of Planning and Community Development, in writing to: City Hall, 125 North Main Street, Suite 308, Memphis, TN 38103, or email at [Andrew.murray@memphistn.gov](mailto:Andrew.murray@memphistn.gov).

## **INSURANCE**

The insurance specifications shall meet the following minimum credentials:

Workers Compensation and Employers Liability (E.L. Each Accident)

A. Commercial General Liability

1. General Aggregate \$2,000,000.00
2. Product, Completed Operations Aggregate \$2,000,000.00
3. Personal injury \$1,000,000.00
4. Each Occurrence \$1,000,000.00
5. Fire Legal Liability Damage \$100,000.00
6. Medical Expense \$5,000.00

B. Automobile Liability

1. Combined Single Limit \$1,000,000.00

If the Consultant cannot provide the above insurance, please provide a written explanation regarding the deficiency. The successful contractor must provide a Certificate of Insurance and Endorsement satisfactory to the CRA naming the CRA as additional insured. This certificate shall remain in force for the length of the contract and extensions. The CRA shall be given (30) days written notice prior to cancellation.

## **REQUIRED AFFIDAVITS**

Upon selection, the Consultant will be required to submit affidavits affirming compliance with local, state, and federal laws as well as the policies and procedures of the CRA. This requirement must be satisfied during the bid process and any future agreement. It is the sole responsibility of the Consultant to ensure that this requirement is satisfied, and the CRA assumes no responsibility or liability for the failure to comply.

**EXHIBIT B**  
**FEE PROPOSAL**  
**GRASS CUTTING SERVICES**  
**UPTOWN NEIGHBORHOOD**  
**CITY OF MEMPHIS AND SHELBY COUNTY**  
**COMMUNITY REDEVELOPMENT AGENCY**

I, \_\_\_\_\_, hereby representing \_\_\_\_\_  
(Advisor Submitting Bid) (Firm or Company)  
have read and reviewed the Request for Proposal from the City of Memphis and Shelby County  
Community Redevelopment Agency (CRA). I state that the Grass Cutting Services hereby  
offered the CRA will meet or exceed all requirements as stated in the proposal

\_\_\_\_\_  
Signature of Representative

Please state your hourly rate(s) for each service offered, including, but not limited to:

<b><u>Service</u></b>	<b><u>Hourly Rate</u></b>
Mowing	\$_____ / <b><u>per hour</u></b>
Trimming	\$_____ / <b><u>per hour</u></b>
Edging	\$_____ / <b><u>per hour</u></b>
Removing clipping/debris from grass/planting/medians	\$_____ / <b><u>per hour</u></b>
Solid Waste Removal Organic Materials (trees, branches, disposal)	\$_____ / <b><u>per hour</u></b>
Solid waste removal non-organic material (furniture, appliances, trash, disposal)	\$_____ / <b><u>per hour</u></b>

*Please attach additional information on separate pages if needed.*